

Engineering Application

Part 1 of 2

31 East 5th Street, Garden Level, Tempe, Arizona 85281

(480) 350-4311 Fax (480) 350-8560

<https://www.tempe.gov/government/community-development/building-safety>



Engineering plans must be submitted as a separate package under the EN number

PROJECT INFORMATION – REQUIRED

PROJECT NAME		EXISTING ZONING	<input type="checkbox"/>
PROJECT ADDRESS		SUITE(S)	<input type="checkbox"/>
PROJECT DESCRIPTION (provide required project data on reverse side of submittal form)		PARCEL No(s)	<input type="checkbox"/>

PROPERTY OWNER INFORMATION REQUIRED (EXCEPT PRELIMINARY SITE PLAN REVIEW & SIGN TYPE K)

BUSINESS NAME		ADDRESS				
CONTACT NAME		CITY		STATE		ZIP
EMAIL		PHONE 1		PHONE 2		

I hereby authorize the applicant below to process this application with the City of Tempe.

PROPERTY OWNER SIGNATURE or attach written statement authorizing the applicant to file the application(s)	X	DATE
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APPLICANT INFORMATION – REQUIRED

COMPANY / FIRM NAME		ADDRESS				
CONTACT NAME		CITY		STATE		ZIP
EMAIL		PHONE 1		PHONE 2		

I hereby attest that this application is accurate and the submitted documents are complete. I acknowledge that if the application is deemed to be incomplete it will be returned to me without review, to be resubmitted with any missing information.

APPLICANT SIGNATURE	X	DATE
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SUBCONSULTANT INFORMATION - CIVIL ENGINEERS, ELECTRICAL ENGINEER, ETC.

BUSINESS NAME		ADDRESS				
CONTACT NAME		CITY		STATE		ZIP
TYPE OF BUSINESS		PHONE		EMAIL		

FOR CITY USE ONLY

DS TRACKING #	Total Valuation:	Validation:
EN TRACKING #	Total Application Fees:	
BP TRACKING #	MCA Code:	
RAE TRACKING #	File With:	Date Stamp:
SFR TRACKING #	Received by:	

APPLICATIONS		SUBMITTAL MATERIAL
<input type="checkbox"/>	ABANDONMENT	<input type="checkbox"/> - ATC - APPROVAL TO CONSTRUCT
<input type="checkbox"/>	ENCROACHMENT PERMIT OR LICENSE AGREEMENT	<input type="checkbox"/> - AOC - APPROVAL OF CONSTRUCTION
<input type="checkbox"/>	ENGINEERING REVISIONS TO APPROVED PLANS	<input type="checkbox"/> - ADMINISTRATIVE COMPLETENESS REVIEW CHECKLIST ENGINEERING PERMIT PROJECT
<input type="checkbox"/>	GRADING AND DRAINAGE PERMIT	<input type="checkbox"/> - AGREEMENT TO UNDERGROUND UTILITY OVERHEAD LINES
<input type="checkbox"/>	PAVING PERMIT	<input type="checkbox"/> - APPROVED PLAT
<input type="checkbox"/>	PRIVATE DEVELOPMENT ENGINEERING PLAN REVIEW	<input type="checkbox"/> - DRAINAGE REPORT
<input type="checkbox"/>	SEWER PERMIT	<input type="checkbox"/> - ENTITLEMENT DOCUMENTS
<input type="checkbox"/>	SHORING PERMIT	<input type="checkbox"/> - NOTICE OF INTENT - SWPPP
<input type="checkbox"/>	SINGLE FAMILY RESIDENTIAL PERMIT	<input type="checkbox"/> - REFERENCE MATERIAL - CROSS ACCESS AGREEMENT, DRAINAGE EASEMENTS, ETC
<input type="checkbox"/>	STREET LIGHT PERMIT	<input type="checkbox"/> - SOILS REPORT (GEOTECH)
<input type="checkbox"/>	UNDERGROUND FIRE PERMIT	<input type="checkbox"/> - TITLE REPORT
<input type="checkbox"/>	WATER PERMIT	<input type="checkbox"/> - UNDERGROUND RETENTION EXHIBIT MAINTENANCE AGREEMENT
		<input type="checkbox"/> - UNDERGROUND STORM STORAGE TANK DOCUMENTATION - DESIGN LIFE, TRAFFIC & LOAD BEARING CAPACITY
		<input type="checkbox"/> - WATER AND SEWER DESIGN REPORT

Know Your Rights Arizona Revised Statutes (ARS) and Your Request

For additional information on Municipal Regulations see AZ Revised Statutes- Title 9, Chapter 7, Article 4 <https://www.azleg.gov/arstitle/>

9-834. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.
- H. For additional information see ARS 9-831-9-840.

9-836. License application process

A municipality that issues licenses shall provide the following information to an applicant at the time the applicant obtains an application for a license

1. A list of all the steps the applicant is required to take in order to obtain the license.
2. The applicable licensing time frames.
3. The name and telephone number of a municipal contact person who can answer questions or provide assistance throughout the application process.
4. The website address and any other information, if applicable, to allow the regulated person to use electronic communication with the municipality.
5. Notice that an applicant may receive a clarification from the municipality of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement as provided in section 9-839.